

ATTACHMENT 2

To: Staff Work Group on Urban Water Use Measurement
From: Bennett Brooks and Eric Poncelet, CONCUR, Inc.
Date: March 12, 2003
Re: Proposed Ground Rules

Attached please find a set of proposed Ground Rules.

This document, drafted by CONCUR, details suggested ground rules by which the Staff Work Group is to operate. These ground rules address the topics of roles and responsibilities, participation and representation, commitment to process, meeting schedule, work product and Staff Work Group support.

The Work Group will be asked to review, revise (as necessary) and confirm this document at its March 18 meeting.

**Kick-Off Meeting of the
Urban Water Use Measurement Staff Work Group
--CALFED Water Use Efficiency Program--**

PROPOSED GROUND RULES

(For review, revision and confirmation at the March 18, 2003, Work Group meeting)

Participants involved in the Staff Work Group on Urban Water Use Measurement agree to the following Ground Rules, detailed below.

Ground Rules

1. **Roles and responsibilities.** As a Staff Work Group established by the WUE Program Manager, the Urban Water Use Measurement Work Group will provide feedback on single text CALFED staff drafts on the topic of urban water use measurement. The function of the meetings is to exchange facts and information and to elicit advice from individual attendees. Obtaining consensus or collective advice is not an objective. While the Staff Work Group will remain the primary sounding board for development of a definition of appropriate urban water use measurement, the WUE Program Manager may elect to discuss the evolving drafts with other outside stakeholders as well.
2. **Participation and representation.** The Staff Work Group will consist of a standing body of individuals representing diverse interests and perspectives that will provide input toward developing a well-informed definition of appropriate urban water use measurement. Staff Work Group meetings will be open to the public. Public comment will take place at designated times during the meetings. Members of the public are also subject to the ground rules for personal conduct detailed below. Refer to the listing of Proposed Staff Work Group participants and selection criteria attached below.
3. **Commitment to Process.** The parties will make a good faith effort to inform CALFED staff efforts to develop a definition of appropriate urban water use measurement. To that end:
 - The personal integrity, values and legitimacy of the interests of each participant will be respected by other participants.
 - Every participant is responsible for communicating his or her interests and for fully disclosing pertinent information on issues under consideration. Everyone will participate; no one will dominate. Commitments will not be made lightly and will be kept.
 - Participants commit to participating regularly and in person (if possible) and to being well informed on the issues under discussion. For the sake of maintaining continuity, the use of alternates is strongly discouraged.
 - Participants are not required to “deliver” the full support of their organizations. Participants nevertheless agree to informally vet ideas developed in the Staff Work

Group with their respective constituencies and within their organizations and share this feedback with the Staff Work Group.

- Participants agree to keep one another informed regarding discussions in other forums that may impact the Staff Work Group's deliberations.
4. Meeting Schedule. In order for the CALFED WUE Program Manager to produce a detailed draft definition of appropriate urban water use measurement for timely consideration by CALFED advisory and decision-making bodies, participants agree to meet in-person approximately every 3-4 weeks. The Staff Work Group deliberations are expected to conclude by the end of May 2003. The Program Manager may request that participants caucus or assemble in "drafting teams" during the interim periods as necessary. Drafting teams may include the participation of external stakeholders as deemed appropriate by the Staff Work Group. Meeting times and locations will be selected to facilitate maximum participation. Meetings will take place on the following dates.

Date	Time	Location

5. Work Product. The Staff Work Group will assist in the development of a detailed draft approach to appropriate urban water use measurement in California. The WUE Program Manager will put forward iterative draft approaches, and Staff Work Group members will provide feedback. At the conclusion of the Staff Work Group's deliberations, CALFED Program staff will prepare a proposed urban water use measurement framework to be vetted and revised, as appropriate, in subsequent public forums and with CALFED advisory and decision-making groups. In the proposed framework, CALFED Program staff will highlight areas of stakeholder agreement as well as identify and explain divergent views.

The Authority will be convening on a parallel track a staff work group to help develop a broadly supportable approach to appropriate measurement of agricultural water use. Both the agricultural and urban approaches will be reviewed by and discussed with the Bay-Delta Public Advisory Committee, CALFED Agencies, the Authority, and appropriate administrative and legal representatives to determine the most effective path to fulfill CALFED's ROD commitment (see attached Proposed Timeline document).

6. Support for the Staff Work Group. CALFED Program staff will provide the following support to facilitate Ad Hoc Work Group deliberations.
- Tom Gohring, the WUE Program Manager, will serve as convener for the Staff Work Group and will be responsible for producing iterative drafts to guide discussion.
 - M.Cubed (David Mitchell), Resources Law Group (Lee Axelrad), and other CALFED Agency staff (to be determined) will be responsible for providing technical support to assist the Staff Work Group in its deliberations.

- CONCUR (Bennett Brooks and Eric Poncelet) will facilitate the Staff Work Group's discussions, capture the range of views expressed, synthesize results, and prepare post-meeting summaries. CONCUR will work with the Program Manager and other technical support staff to ensure that all necessary background materials are provided to help support the deliberations in a timely manner. Meeting materials for discussion will generally be distributed one week prior to the meeting dates.

Proposed Urban Water Use Measurement Staff Work Group Participants

Below is a listing of the proposed representation on the Urban Water Use Measurement Staff Work Group. The Staff Work Group consists of urban water suppliers, environmental organizations, business groups, citizen representatives, and relevant CALFED agencies and partners. This will be a standing group, although meetings will be open to the public to enable interested stakeholders to track and comment on discussions.

The proposed work group encompasses a diversity of interests in, perspectives on, and experience with the urban water use measurement issues under consideration. The proposed group is also geographically diverse and is structured to include representation from both metered and un-metered parts of California. Additionally, the individual participants have been selected to satisfy the following criteria: 1) effective advocates familiar with the issues and willing to think outside the box; 2) collaborative problem-solvers focused on interests, not positions; and, 3) individuals capable and willing to participate consistently.

Urban Water Suppliers	
Rich Plecker	Fair Oaks Water District
Tim Treloar	California Water Service Company – Bakersfield District
Joe Lima	Modesto Irrigation District
Richard Harris	East Bay Municipal Utility District
Mike Hollis	Metropolitan Water District
Chris Dundon	Contra Costa Water District
Luis Generoso	City of San Diego
Environmental Organizations	
Roberta Borgonovo	League of Women Voters – CA
Ed Osann	NRDC
Fran Spivy-Weber	Mono Lake Committee
Dana Haasz	Pacific Institute
Eric Wesselman	Sierra Club
Betsy Reifsnider	Friends of the River
Business Groups	
To be determined	Chamber of Commerce
Brian White	California Building Industry Association
Citizens/Citizen Groups	
Michael Stanley-Jones	Silicon Valley Toxics Coalition
Jeff Reid	Former Fresno City Manager (now with McCormick & Barstow)
CALFED Agencies/Partners¹	
Jim Bennett	SWRCB
David Todd	DWR
Lucille Billingsley	USBR
Mary Ann Dickinson	CUWCC

¹ The California Public Utilities Commission, represented by Fred Curry, was invited but unable to participate.